



United States of America
Federal Energy Regulatory Commission
Secretary of the Commission

Quick Reference Guide for Paper Submissions

REVISED 12/14/2009

Documents submitted to the Commission should be filed electronically if possible. Refer to the Filing Guide and Qualified Documents List (see link below) for eligibility and menu selection. The eFiling system now accepts Public, Privileged, and CEI information. Each eFiling must have at least one Public file, even if it is just a cover letter describing the filing. Material subject to a Protective Order may not be eFiled at this time.

For documents that cannot be filed electronically, including those that contain Protected Material, send an original and the specified number of copies to:

Secretary of the Commission

Federal Energy Regulatory Commission

888 First Street, N.E., Room 1-A

Washington, D.C. 20426

Be advised that documents sent to FERC by regular mail are subject to delays of up to two weeks. We recommend that you use messenger or overnight courier delivery services.

This guide is a quick reference only. It does not list every filing, report, or form required by the Commission's regulations. Note that paper copy guidelines are in many cases less than the number specified in Title 18, Parts 1 to 399 of the Code of Federal Regulations (18 C.F.R. 1-399). We will revise those regulations. For additional information, contact: eFiling Help Desk: Local 202-502-8258, Toll Free 1-866-208-3676.

Links to FERC Electronic Submission Systems:

System	Hyperlink	Use System to Electronically Submit:
eFiling	Electronic Filing	Filing Guide and Qualified Documents List
eForms	Electronic Forms	FERC Form Nos. 1, 2, 2-A, 3-Q, 6, 6-Q, and 423
EQR system	Electric Quarterly Reports (EQR)	Electric Quarterly Reports

Do not file paper copies if you use the eFiling, eForms, or EQR systems to submit your filing. Certain eFiled documents do require courtesy paper copies addressed to Staff. These are identified in the [Filing Guide and Qualified Documents List](#).

The paper copy requirements for various submissions not submitted via the eFiling, eForms, and EQR systems are:

Docket Prefix or Program Area	Type of Filing	Applicable Regulation [18 CFR]	Number of Paper Copies (If Not eFiled or Not Eligible for Electronic Filing)	Filing Fee (Sept 2009)
General Copy Requirement	Any Filing Not Specifically Identified Below that is Submitted on Paper (Check Filing Guide and Qualified Documents List for documents eligible for eFiling, eForms, or EQR submission)	Copy Requirements Reduced Pending Regulation Revision	Orig. + 7	
Electric, Gas, or Oil	Petitions for Declaratory Order	§385.207	Orig. + 4	\$22,550
Hydro	Petitions for Declaratory Order	§385.207	Orig. + 4	No fee
Various	Petitions for Review in U.S. Circuit Courts of Appeal	§385.2012	1 copy [with Court Filing Date Stamp and Case Number]	
	Court Orders			
	Court Opinions, Mandates, and Rulings			
Various	Request for Interpretation by the General Counsel	§385.1901 §388.104	Orig. + 4	\$6,470
AI	Requests for Interpretation from the Chief Accountant	§375.303	Orig. + 4	
CP	Application for Blanket Certificate	§284.224	Orig. + 4	

Docket Prefix or Program Area	Type of Filing	Applicable Regulation [18 CFR]	Number of Paper Copies (If Not eFiled or Not Eligible for Electronic Filing)	Filing Fee (Sept 2009)
CP	General Conditions Applicable to Certificates:			
	a) Acceptance of Certificate	§157.20(a)	Orig. + 4	
	b) Notice that End User/Shipper is Unable to Meet Imposed Timetable to Commence Service	§157.20(b)	Orig. + 4	
	c) Notice of Commencement of Construction	§157.20(c) and (d)	Orig. + 4	
	d) Notice of Completion of Construction or Placement of Facilities in Service			
	e) Statement of Costs of Construction			
CP	Semi-Annual Storage Reports	§157.214 §284.124	Orig. + 4	
EF	Electric Rates for Federal Power Marketing Administrations	Part 300	Orig. + 5	
EG	Self-Certifying Notice of Exempt Wholesale Generator Status	§366.7	Orig. + 4	
ER	Electric Rate Filings, including	§35.1 through §35.29	Orig. + 5	
	a) Amendments			
	b) Notices of Cancellation			
	d) Compliance Filings			
	e) Responses to Data Request			
	f) Blanket Authorization Requests			
ER	Compliance Electric Refund Reports		Orig. + 5	

Docket Prefix or Program Area	Type of Filing	Applicable Regulation [18 CFR]	Number of Paper Copies (If Not eFiled or Not Eligible for Electronic Filing)	Filing Fee (Sept 2009)
ES	Application for Issuance of Securities	Part 34	Orig. + 4	
	a) Commercial Paper			
	b) Common & Preferred Stock			
	c) First Mortgage Bonds			
	d) Employee Option Plans			
ID	Applications to Hold Interlocking Positions, including	Part 45	Orig. + 2	
	a) Informational Reports			
	b) Supplemental Applications			
	c) Notices of Change due to Retirement, Death, Termination, or Resignation			
IS	Oil Pipeline Tariffs including	Part 341	Orig. + 3 Complete	
	a) Fourth Section Applications			
	b) Special Permission Applications			
	c) Amendments to Tariffs			
	d) Supplements to Tariffs			
MG	Statements of Marketing Affiliated Companies (Gas)	\$161.3 and \$250.16	Orig. + 5	
OA	Open Access Transmission Filing (Electric)	\$35.28	Orig. + 5	
P	Applications for Exemption of Annual Charges	\$11.6	Orig. + 3	
P	Safety Inspections Reports	\$12.37	Orig. + 3	
P	Aperture Cards	\$4.39	Orig. + 1	
PF	Pre-Filing Documents	\$157.38	Orig. + 2	
PR	Petitions for Rate Approval for Gas Transmission Service	\$284.123	Orig. + 5	\$11,220

Docket Prefix or Program Area	Type of Filing	Applicable Regulation [18 CFR]	Number of Paper Copies (If Not eFiled or Not Eligible for Electronic Filing)	Filing Fee (Sept 2009)
QF	Application for Commission Certification or Recertification of Qualifying Small Power Production Facility (Not Self-Certifying)	§292.207(b)	Orig. + 2	\$19,390
QF	Application for Commission Certification or Recertification of Qualifying Cogeneration Facilities (Not Self-Certifying)	§292.207(b)	Orig. + 2	\$21,950
RP, GT	Natural Gas Pipeline Tariff Filings	Part 154, Subparts A, B, C, E, F and G	Orig. + 5	
	Natural Gas Pipeline Compliance Filings			
	Natural Gas Pipeline Refund Reports			
RP	Motions under NGA Section 4(e)	§154.206	Orig. + 5	
Various	Request for Waiver of Filing Fee	§381.106	Orig. + 2	